15 January 1979

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NOTE FOR: [   ]

In deliberations on the new APEX manual, please give consideration to the following:

a. The APEX manual should be an administrative document that can be made available in an unclassified volume of regulations, be given to contractors, to the Congress, to Non-NFIB members and anyone that has official reasons for use.

The APEX System itself should be unclassified information about the system and modifications or changes should also be unclassified.

Access to it's manual should not require access approval to APEX. Shouldn't require the admin access if one is employed.

I have no problem with the idea of trying to classify the APEX manual but it might take some doing.

b. Codewords cannot be classified since they do not meet requirements of E.O. 12065. Use of codewords alone in documents cannot force the placing of the document in APEX controls.

c. Some effort should be made to include as an attachment, single points of contact or registry within each department or agency, rather than the hundreds we have now. This should give Room addresses and telephone numbers.

d. The ideas of samplars of a cover sheet, receipt and addressing format is a good one and consideration should be given to continuing this idea.

e. Janet asked ~~this morning~~ if SECOM or SSC would control such things as numbers and stamps, etc. She heard [   ] say SECOM would and this seemed to trigger some apprehension about SECOM assuming more and more of the SSC functions. The manual should include some directory of units and their specific responsibilities.

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     f. As I mentioned, there will arise many
questions as the manual is prepared/drafted. While
we should discuss them in house or in the <u>different</u>
W.G.'s, I think it a good idea to turn to [   ]   STAT
Steering Group with a request for resolution in the
face of conflicting recommendations/opinions. This
should be a continuing process over the period of
drafting (and implementation?) so I see no reason
to make the first submission all enclusive even
though it might be the biggest list of questions.

STAT   [   ] has agreed that his Working Group would
serve to accept all questions and to try to resolve
them.

                                                                    STAT

Distribution:
   Orig - Addressee
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      1 - Subject

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